

PUBLIC SPACE PERMIT REQUEST – CY-2026

City of Mount Sterling, Kentucky

33 N Maysville Street

Mount Sterling, KY 40353

Date/Times Requested: Date of _____ from times of _____ to _____

Name of Responsible Individual: _____

Mailing Address: _____

Telephone: _____ Alternate Phone: _____

Purpose of Use: _____

Location requested: _____

Fee Schedule: - see City of Mount Sterling Fee Schedule approved by City Council 12/16/2025

Use of performance stage - \$75
Market Pavilion - \$100 for four-hour period
Market Pavilion Bathrooms - \$50 with facility rental
Adena Trail Park - \$25 for four-hour period with facility rental
City Parking Lot - \$100 for four-hour period
Main Street Park - \$20 per hour (four-hour limit)
Electrical Pole Use - \$100 turn on/off fee
Barrier/Can/Trash rental - \$25 per event

***** Event liability insurance required for all events

Total Fees for Event or Usage: _____

***Date will not be reserved until all fees have been paid and proof of liability insurance is submitted**

The facility or space will be left in the condition that it was received, and the tenant shall be responsible and will be billed for any damage. A \$100.00 deposit is required (clean-up fee), and may be returned to Responsible Individual if city services are not required to clean-up facility or space.

Agreement

The undersigned is over 18 years of age and has read this form and attached regulations and agrees to comply with them. The Applicant agrees to be responsible to the City of Mount Sterling for the use and care of the facilities and/or public space. The undersigned does hereby further covenant and agree to defend, indemnify, and hold harmless the City of Mount Sterling and its elected officials, officers, and employees from and against any and all liability, loss, damages, claims, or actions (including costs and attorney fees) for bodily injury and or property damage, to the extent permissibly by law, arising out of or in connection with the actual or proposed use of the City of Mount Sterling property, facilities, and/ or services.

Applicant Signature: _____ Date: _____

For Office Use Only

City Representative Signature: _____ Date: _____

Amount Paid: _____ Date Paid: _____

Main Street Park:

1. No alcohol use is permitted in the park.
2. Please use receptacles available to dispose of trash.
3. Under no circumstances should anyone climb on or get into the fountain.
4. Please place all chairs back under tables after use.
5. Use of chalk, paint, or markers on sidewalks or walls is not permitted.
6. No confetti is to be used in park (damages pump in fountain).
7. Please keep music and noise at a reasonable level.
8. No animal displays or sales are permitted. All pets must be kept on a leash.
9. Contact Mt. Sterling-Montgomery County Dispatch at (859)498-8720 (non-emergency) or phone 911 (emergency) if you need assistance.

Market Pavilion:

1. No alcohol use is permitted in the pavilion (unless state and local ABC permits have been obtained).
2. Please use receptacles available to dispose of trash.
3. Under no circumstances should anyone climb on the structure or hang anything from the structure. No alterations to the structure are permitted.
4. Use of chalk, paint, or markers on floor or the structure itself is not permitted.
5. Please keep music and noise at a reasonable level.
6. No vehicles are permitted to be parked under the pavilion.
7. No vehicles are permitted to be parked in the Adena Trail Park.
8. No animal displays or sales are permitted. All pets must be kept on a leash.
9. Contact Mt. Sterling-Montgomery County Dispatch at (859)498-8720 (non-emergency) or phone 911 (emergency) if you need assistance.

Adena Trail Park:

1. No alcohol use is permitted in this park. (unless state and local ABC permits have been obtained).
2. Please use receptacles available to dispose of trash.
3. Under no circumstances should anyone access the train depot (enclosed by a fence).
4. Use of paint or markers on the trail is not permitted.
5. Please keep music and noise at a reasonable level.
6. No vehicles are permitted to be parked on the walking trail. Please use grass or gravel areas to park all vehicles.
7. The electrical devices placed on the poles are not available for use without prior coordination from City Hall.
8. No animal displays or sales are permitted. All pets must be kept on a leash.
9. Contact Mt. Sterling-Montgomery County Dispatch at (859)498-8720 (non-emergency) or phone 911 (emergency) if you need assistance.

City Parking Lots:

1. No alcohol use is permitted in the city parking lots. (unless state and local ABC permits have been obtained).
2. Please use receptacles available to dispose of trash.
3. Use of paint or markers on the asphalt is not permitted.
4. Please keep music and noise at a reasonable level.
5. No animal displays or sales are permitted. All pets must be kept on a leash.
6. Contact Mt. Sterling-Montgomery County Dispatch at (859)498-8720 (non-emergency) or phone 911 (emergency) if you need assistance.